Spotlight

MICHIGAN Department of Education

on Student   Assessment and Accountability

July 16, 2015

Key:

supports and accommodations information

Spotlight will return to its weekly communications beginning August 6, 2015!

2015 DAS Conferences on Student Assessment and Accountability – NEW SESSIONS ADDED!

There's still time to pre-register for the 2015 Conferences on Student Assessment and Accountability that will take place this year at four locations around the state beginning August 20th and concluding September 1st.

2015 DAS FALL Conferences for Assessment and Accountability
Michigan Department of Education

Pre-Registration Ends August 6, 2015

Three NEW sessions have been added to the conferences:

- **Educator Evaluation** — Hear about statewide efforts for the 2015-16 school year regarding the educator evaluation process to support professional practice and student growth.

- **Science and Social Studies Standards Update** — This session will provide information on the proposed standards under consideration by the State Board of Education, what the new standards will mean for educators and students, and what educators can do to prepare.

- **Early Literacy** — Come learn about Michigan's Early Literacy Initiative! Michigan is committed to supporting districts in their efforts to improve early literacy.

► *Sign up for Spotlight at:* https://public.govdelivery.com/accounts/MIMDE/subscriber/new. Enter your email address and select Spotlight under Student Assessment.

As part of this initiative, the Kindergarten Entry Assessment (KEA) and the K-2 Interim Assessments will be available for districts in the 2015-16 school year.

The K-2 Interim Assessments

► were developed with the help of Michigan teachers for students in kindergarten, first, and second grades;

► are fully aligned to Michigan's standards in English language arts and mathematics; and

► provide a natural progression to the M-STEP summative assessments.

For pre-registration, which ends August 6, 2015, and a compete list of session topics, please go to:

http://www.gomiem.org/news/das-fall-conferences-assessment-and-accountability.

Verification of Answer Documents and Not Tested Due by 5:00 PM, July 20, 2015

A reminder that *Verification of Answer Documents* and *Verification of Not Tested* for the Spring 2015 M-STEP and MI-Access assessments are now available for review. The Verification of Answer Documents process is the only way to ensure all student answer documents have been accounted for and are correct. The Verification of Not Tested reports are the only way to submit reasons for possible exemption from the accountability test participation requirement. Schools can still view the *Verification of Accountable Students for Spring 2015*. However the deadline to submit enrollment or student demographic changes in the MSDS for assessment and accountability reporting was Thursday, June 18 at 5:00 PM. The accountable students data can no longer be updated.

All answer document issues and Not Tested reasons must be submitted by **5:00 PM on July 20, 2015**. Unresolved answer document issues cannot be corrected or appealed at any time after the close of *Verification of Answer Documents*.

Submitting Answer Document Issues

Districts and schools should submit an "answer document issue" if discrepancies are noted while reviewing the Verification of Answer Documents. An issue should ONLY be submitted for a student who took that specific assessment for the content area at your school.

An answer document issue should be submitted for:

• **Missing Test** – a test was taken in that content area at the school, but is not listed. A Certificate of Attendance and Participation in Spring 2015 Assessments form MUST be completed and attached to the missing test issue submitted. A link to the form can be found at the top of the Missing Tests page.

• **Missing Student** – a student took one or more tests in the district, but is not listed on the page. A Certificate of Attendance and Participation in Spring 2015 Assessments form MUST be completed and attached to the missing test issue submitted. A link to the form can be found at the top of the Missing Student page.

• **Move** – a student record appears for a student who was not tested in the school. Do not submit a Move issue for a student who tested at the school and then moved to another school during the testing window.

• **Combine** – a student has more than one test record listed on the Answer Documents Received page and the two (or more) records need to be combined.

• **Appeals for Prohibited Behavior (PB) or Nonstandard Accommodations (NS)**

Verification of Students Not Tested

To meet federal reporting requirements and calculate participation rates for accountability purposes, schools must provide a reason why a student was not tested in Spring 2015 using the M-STEP or MI-Access in one or more content areas.

The Not Tested screen on the Secure Site will display a list of students who have been identified as enrolled in the school on June 5, 2015 and did not take one or more of the required assessments. All Not Tested reasons need to be submitted by **5:00 PM on July 20, 2015**.

Selections from the drop down menu, which may be valid exemption reasons, are automatically submitted electronically for review by MDE's accountability staff. However, not all reasons listed in the drop down menu are valid exemption reasons for accountability purposes. If a Not Tested reason is selected that cannot be used as an accountability participation exemption, the issue will automatically be rejected and therefore will not be reviewed by the accountability staff. Students appearing on your list of Not Tested students as a result of having not been updated in your MSDS data by the June 18th deadline are to be submitted with the "administrative error" reason.

Detailed instructions can be found by clicking on **Accountable Students & Test Verification** link under the *Quick Reference* section at www.michigan.gov/securesitetraining.

Kindergarten Entry Assessment (KEA) Registration Reminders

The last date by which schools and their Kindergarten teachers can register to administer the KEA this fall is August 14th, 2015. If you are still in the midst of making a decision about administering the KEA this fall, you may find it helpful to review the *Everything You Need to Know–KEA* document available in the What's New section at www.michigan.gov/kea. We also strongly encourage administrators to share this document with staff who will be attending one of the remaining KEA professional learning events this summer.

The registration process to have your school or district participate in the Fall 2015 KEA is:

- Participating buildings/schools identified.

- Participating Kindergarten teachers identified. **Please note that at this time, you should only register Kindergarten teachers who will be actively involved in using the KEA with their students.** Instructional coaches or others from the district who may provide additional support to Kindergarten teachers will be identified at a later point in time. The following information is required for each participating Kindergarten teacher:

  1. Teacher Name

  2. Teacher's school email address (must not be a personal email address)

  3. Teacher's Personal Identification Code (PIC) from Registry of Education Personnel (The PIC will be used to match the teacher to their class roster in the Secure Site and the KEA tool prior to the start of the school year.)

To register your school or district, please go to https://www.surveymonkey.com/s/H2DQS37.

Teachers who are registered to participate in the Fall 2015 KEA, **by July 31, 2015**, will be sent information about **the 2-day training that will be held at Ingham ISD on August 10 and 11**. Although the 2-day workshop is not required to participate in the KEA, the MDE Office of Standards and Assessment (OSA) strongly advise educators to take advantage of the opportunity.

Participating Kindergarten teachers will receive a $250 per day stipend for the 2-day workshop plus their travel expenses reimbursed (lodging if travel to the training is greater than 50 miles one way from their home, meals,

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and mileage) once they have also completed their online Inter-Rater Reliability Module. State Continuing Education Clock Hours (SCECHs) will also be offered for these workshops.

ACT and WorkKeys Student Data Files are Now Available

Statewide results for all components of the Michigan Merit Exam (MME), which includes the ACT Plus Writing®, WorkKeys®, and M-STEP will not be reported until fall 2015. However, the **2015 ACT Plus Writing and WorkKeys Student Data Files** are now available for download on the Secure Site at www.michigan.gov/baa-secure. Schools may share school-level data. District and State level results will be available in the fall.

To access the student data files and file layout documents, select *Student Test Scores* from the Reports tab on the Secure Site. Choose the following test cycles to download the *2015 College and Career Ready* student data files:

- For **ACT Plus Writing**, select *Spring 2015 College and Career Ready ACT.*

- For **WorkKeys**, select *Spring 2015 College and Career Ready WorkKeys.*

Secure Site access is only available to district and school employees who require the information contained on the site as a part of their user role and permissions. You must have a MEIS login in order to access the Secure Site. For instructions on how to obtain a MEIS login, go to http://www.mi.gov/securesitetraining and click *How do I obtain access to the Secure Site?*

For questions regarding this article, email baa@michigan.gov or call 877-560-8378 and press option 3.

WIDA Student Data File is Now Available

The *2015 WIDA Student Data File* (SDF) is now available for download on the Secure Site. The WIDA SDF contains test results for every student who participated in the Spring 2015 WIDA ACCESS and Alternate ACCESS for ELLs. It is an extremely useful tool for helping to determine whether or not a student should be exited as "Proficient" from Limited English Proficient (LEP) Eligibility status in the Michigan Student Data System (MSDS).

We highly recommend reviewing the following documents to assist in navigating to and understanding the WIDA SDF:

- ***Exiting LEP/EL Students following the MDE Entrance and Exit Protocol using the WIDA Student Data File:*** This document, located at http://www.michigan.gov/documents/mde/Exiting_Students_Using_the_WIDA_Student_Data_File_458278_7.pdf?20140609085348, is intended to give WIDA Administrators a simple overview of how to find and download the WIDA Student Data File, what fields to focus on in order to consider exiting a student from LEP services, and what steps to take in MSDS to exit the student.

- ***WIDA Student Data File Format:*** This document, located at http://www.michigan.gov/documents/mde/WIDA_Student_Data_File_Format_Michigan_458168_7.pdf?20140609085348, is intended to give WIDA Administrators an overview of the file layout that Michigan uses to display WIDA results.

A reminder about reports:
WIDA reports began shipping to districts from MetriTech July 9, 2015. WIDA reports (apart from the WIDA Student Data File) will not be available on the Secure Site. Reports are shipped with a guide that explains each report's intended audience, type of

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information, and potential uses. A more comprehensive guide can also be found as a downloadable PDF: http://wida.us/get.aspx?id=25. Districts that do not receive WIDA reports may contact MetriTech directly to have new reports shipped. MetriTech can be contacted by phone at 1-800-747-4868 (ask for WIDA Support) or via email at help@metritech.com.

Contact Information

Please call 1-877-560-8378, Option 4 or e-mail baa@michigan.gov with any general WIDA questions.
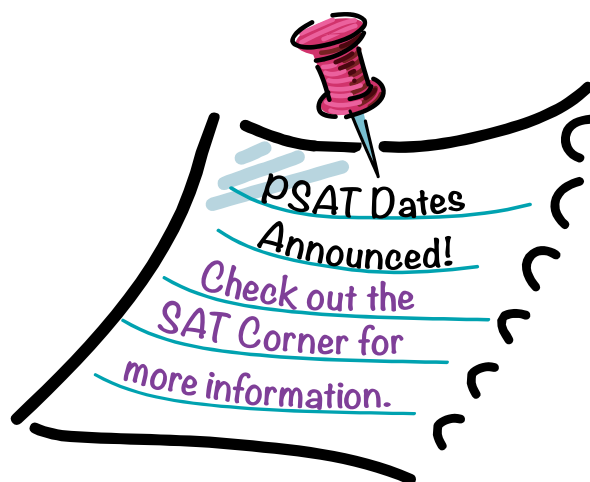
For questions about MSDS, please contact the Center for Educational Performance (CEPI) at 1-517-335-0505 or at cepi@michigan.gov.

Date Change for Spring 2016 MME Webcast in October

The date for the Spring 2016 MME webcast has changed from Monday, October 5, 2105 to **Tuesday, October 6, 2015**. Please mark your calendars accordingly.

The full-day live webcast will be streamed from Wayne RESA on MI Streamnet. Topics will include SAT, WorkKeys, and M-STEP administration information, presented by staff from the College Board, ACT, and MDE.

More details about how to access the webcast or to register for the live presentation at Wayne RESA will be provided in future Spotlights.

PSAT Dates Announced! Check out the SAT Corner for more information.

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SAT Corner

Information provided by the College Board

PSAT Spring Testing Dates Announced!

The statewide testing dates for PSAT 8/9 and PSAT 10 will be **April 12–13, 2016**. The College Board will be supporting a Michigan-only administration that coincides with the SAT testing date for the state-provided assessments. Schools will be required to choose **one** of the two test dates to administer both grades 9 and 10 assessments to their students. A makeup date will be offered on either April 26 or 27, 2016 to support any students who miss the initial test date. Again, schools will need to select **one** of the dates to administer the makeup test.

The statewide test date is open to Michigan 9th and 10th graders. While MDE and College Board continue to work through the details, the aligned dates should help simplify the ordering and registration processes for schools. For schools planning to test 8th graders in spring (not provided by the state), the administration window will coincide with the national window of February 22 – March 4, 2016. Additionally, for the 2015–2016 school year, PSAT 8/9, PSAT 10, and SAT will be offered as paper/pencil tests.

The skills and knowledge measured by the PSAT 8/9 and PSAT 10 are the same as those measured by the SAT, so students and educators can monitor progress and identify areas in need of improvement. In addition, PSAT-related assessment results are the best predictor of a student's likelihood to succeed in certain AP® courses. Students who take the PSAT 10 in the spring will have access to more than $180 million in expanded scholarship opportunities.

We'll continue to provide information as soon as it becomes available, through Spotlight and through College Board's Michigan website at https://collegereadiness.collegeboard.org/state-partnerships/michigan?excmpid=MTG308-AL-1-mat. If you have questions regarding the PSAT, please contact michiganpsat@collegeboard.org.

College Board Accommodations

Thank you to everyone who participated in last week's webinar on accommodations. We are committed to continuing our partnership with MDE and other state organizations to share the latest information and conduct further training. We will be posting the meeting materials and FAQ to our website at https://collegereadiness.collegeboard.org/state-partnerships/michigan?excmpid=MTG308-AL-1-mat in the coming weeks.

As a reminder, if your school has decided to participate in the October 2015 PSAT/NMSQT administration (not provided by the state), you will need to complete accommodations requests by August 25, 2015. If you have already submitted your requests, you will be notified when the decision is made. If you have not yet submitted, please go to SSD Online at https://www.collegeboard.org/students-with-disabilities/ssd-online, to request access and submit your accommodations request. Accommodations requests are not required for the October 2015 PSAT 8/9 administration.

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Important Dates

Approaching Deadlines!

M-STEP and MI-Access

• **July 20, 2015:** All answer document issues and Not Tested reasons for M-STEP and MI-Access must be submitted by 5:00 PM on July 20, 2015. Unresolved answer document issues and Not Tested reasons cannot be corrected or appealed at any time after the close of *Verification of Answer Documents*.

KEA

• **July 31, 2015:** Last day educators from districts who have committed to administer the KEA this fall can register to attend the 2-day training that will be held at Ingham ISD on August 10 and 11.

DAS Conferences

• **August 6, 2015:** Last day to pre-register for 2015 DAS Conferences on Student Assessment and Accountability.

August 2015

KEA

• **August 14, 2015:** The last date schools and their Kindergarten teachers can register to administer the KEA this fall.

WIDA

• **Now – August 15, 2015:** The Pre-K Cycle for the WIDA ACCESS Placement Test (W-APT) is open in the MDE Secure Site. This cycle is reserved for students who are enrolling in Kindergarten for the 2015–2016 school year. Pre-K students only need the Speaking and Listening domains administered.

Scores for all students taking the W-APT must be entered into the MDE Secure Site regardless of how well they score. **Please note:** Entering W-APT scores into the MDE Secure Site does not automatically identify a student as an English Learner (EL). Designations for student demographics such as this are managed through the Michigan Student Data System (MSDS). Educators should refer to the Office of Field Service's (OFS) *Entrance and Exit Protocol* when making a decision about identifying students as EL. Please call OFS for information on the most current *Entrance and Exit Protocol* at 517-373-6066 or go to http://www.michigan.gov/mde/0,1607,7-140-6530_30334_40078---,00.html.

►To access previous Spotlight editions, go to http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html